

**Idaho Judicial Branch
Position Description**

Position Title:	Court Data Analyst II (Data Mining)
Effective Date:	October 2021
Salary Grade/Range:	Grade 15/ \$53,422 – 66,778 Court Data Analyst I \$66,778 - \$70,000 Court Data Analyst II
FLSA Status:	Exempt - Administrative
EEO Job Category:	Professional

General Position Summary:

The Court Data Analyst II position is responsible for creating, writing, and delivering SQL-based reports and data extracts and providing analytic services to stakeholders. This position requires the use of strong data analysis skills and the ability to compile and present complex data in a clear and understandable way. This position works under the general supervision of the Data and Evaluation Manager.

How We Work:

The Administrative Office of the Courts is committed to supporting the mission of the Idaho Courts through the use of an agile approach that aligns strategy, work, and capacity. This approach empowers our employees to respond quickly and efficiently to meet the needs of our customers: citizens, courts, judges, employees, and other stakeholders. We believe in continual improvement of our services and products to better serve and support our customers and the evolving environment. Employees are future-focused, take initiative, and are personally responsible for work delivery and professional growth. Our leaders are committed to professional development and growth of employees by empowering and supporting motivated individuals; providing clarity and focus for projects; giving those individuals the environment and support they need; and fostering a culture of collaboration, transparency, learning, trust and shared accountability.

Major Duties and Responsibilities: (The examples provided do not cover all of the duties which the incumbent in this position may be required to perform.)

Court Data Analyst I:

- Runs existing queries and reports using a variety of software programs to respond to requests from customers;
- Identifies business needs for data and translates requirements into specifications for report development;
- Develops custom SQL query logic to produce accurate data for analysis, and reporting;
- Creates new custom logic driven reports using SRSS, SSIS, Report Builder and other applications;
- Generates and delivers ad hoc data query results to internal customers as needed;
- Creates and maintains SQL scripts for custom data extracts and data analysis;
- Validates, and maintains customized reports in Odyssey;
- Analyzes, summarizes and formats data to meet customer needs through appropriate data visualization;
- Establishes and documents procedures and methods for reporting;
- Prepares, presents, and explains complex data to management in an understandable manner;
- Reviews and corrects data, ensuring output is consistent with study;
- Conducts periodic audits of data and processes to ensure validity and reliability of statistical data;
- Identifies system changes that impact data needs and identifies ways to ensure quality data entry and collection;
- Analyzes data for completeness and works with court staff to identify and correct incomplete data records;
- Identifies key data elements needed for analysis, develops standard definitions of key data elements, and updates instruction manuals to ensure data integrity;
- Develops and administers online surveys and compiles results for presentation to various audiences;
- Compiles data for the Judiciary's Annual Report and other publications;
- Works with the Information Services Division to provide data exports using report tools, as needed;
- Explores and proposes new ways to visualize data through reports and online dashboards;

- Works in the ticketing system to address issues from customers regarding data or report issues;
- Performs other duties as assigned.

Court Data Analyst II:

- Performs all of the duties of the Court Data Analyst I;
- Acts as lead in the development and maintenance of data mart and data visualization software;
- Creates custom queries to answer complex research questions by court committees, AOC leadership, and the Idaho Legislature;
- Independently plans data analysis projects and conducts more complex analysis and interpretation;
- Conducts advanced data mining, data visualization, data manipulation, and analysis;
- Independently and creatively problem solves identified errors in the data through strong analytical skills;
- Develops creative reporting solutions;
- Works collaboratively to develop research methodology, procedures, and forms for data collection.

Minimum Qualifications:

Court Data Analyst I:

- A Bachelor's degree in Analytics, Management Information Systems, Statistics, Social Science or a related field;
- A minimum of three years of experience in data analysis and presentation required;
- Experience using Excel, SPSS, SAS, or other statistical software for statistical analysis and experience working with large data sets;
- Experience using SRSS (SQL Server Reporting Services) or similar report generation software is preferred;
- Previous experience with court case management systems preferred.

Court Data Analyst II:

- Preference may be given to candidates with a Master's degree in Analytics, Management Information Systems, Statistics, Social Science or a related field; A minimum of five years of experience independently conducting advanced data mining and analysis of data.

Knowledge, Skills, and Abilities:

- Knowledge of advanced functions within Microsoft applications to include Microsoft Word and Excel;
- Knowledge of research methods and statistical analysis;
- Knowledge of business intelligence software, Crystal Reports or other report writing software;
- Skill in using SRSS, SSIS, Report Builder preferred;
- Skill in presenting complex data in a clear and understandable manner both verbally and in writing;
- Ability to use strong critical thinking skills to analyze complex data;
- Ability to work independently;
- Ability to facilitate project initiatives;
- Ability to proofread documents and data for accuracy and completeness;
- Ability to follow verbal and written instructions;
- Ability to organize and prioritize work effectively;
- Ability to maintain confidentiality;
- Ability to maintain effective working relationships with court personnel, committees, and others.

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position.

The Idaho Judiciary is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.

Updated: 3/2020 SG